



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

January 12, 2023

Dear Developmental Disability Providers:

The Developmental Disabilities Administration (DDA) would like to provide clarification in reference to the requirements for emergency plans outlined in COMAR 10.22.02.10B. “A licensed community residential service provider offering services in alternative living units or group homes shall develop an emergency plan for all types of emergencies and disasters that shall include:” This regulation is specific to DDA residential sites, not vocational or day service sites.

COMAR 10.22.07.01B requires “a person who provides vocational or day service [to] comply with” multiple regulations, including COMAR 10.22.02. COMAR 10.22.02.10B, however, specifically references community residential service sites while other applicable provisions of COMAR 10.22.02.10 refer to a general “licensee,” which would include both residential and vocational or day service sites.

The DDA vocational or day service providers are encouraged to communicate and plan accordingly in the event of an emergent situation with the person, their family, or residential provider. The person’s PCP should also identify any risks, community-based support needs, and support/outcomes ensuring overall health/safety, particularly in the event of an emergent situation while in the community. Additionally, per the DDA Waiver requirements, Appendix D-1, an emergency back-up plan for services and support is required. The waivers state:

“In addition, all DDA-licensed service providers must have a system for providing emergency back-up services and support as part of their policies and procedures, which are reviewed by DDA and Office of Health Care Quality (OHCQ). Emergency back-up plans are reviewed during quarterly monitoring to ensure strategies continue to meet the needs of the participant.”

For people working, interning, volunteering, or engaging in their local communities, applicable emergency plans should be followed based on the specific community-based setting the person is at. For example, many businesses have policies or procedures related to emergent issues that arise with employees, volunteers, interns, or patrons.

The DDA vocational and day service providers are also encouraged to reach out to their local emergency management partners to learn about community-specific emergency management plans related to emergent issues that may arise within their local communities. Please see the list of statewide emergency management partners [HERE](#).

If you have any questions or need additional guidance please contact Leslie Thompson, DDA's Statewide Director of Provider Services at leslie.thompson@maryland.gov.

Sincerely,

A handwritten signature in cursive script that reads "Bernard Simons". The signature is written in black ink and is positioned above the typed name.

Bernard Simons
Deputy Secretary
Developmental Disabilities Administration